

## REGISTERING FOR THE ACMS

- The APHIS Cost Management System application can be accessed opening Internet Explorer
- New users will be required to register with the ACMS before logging into the system

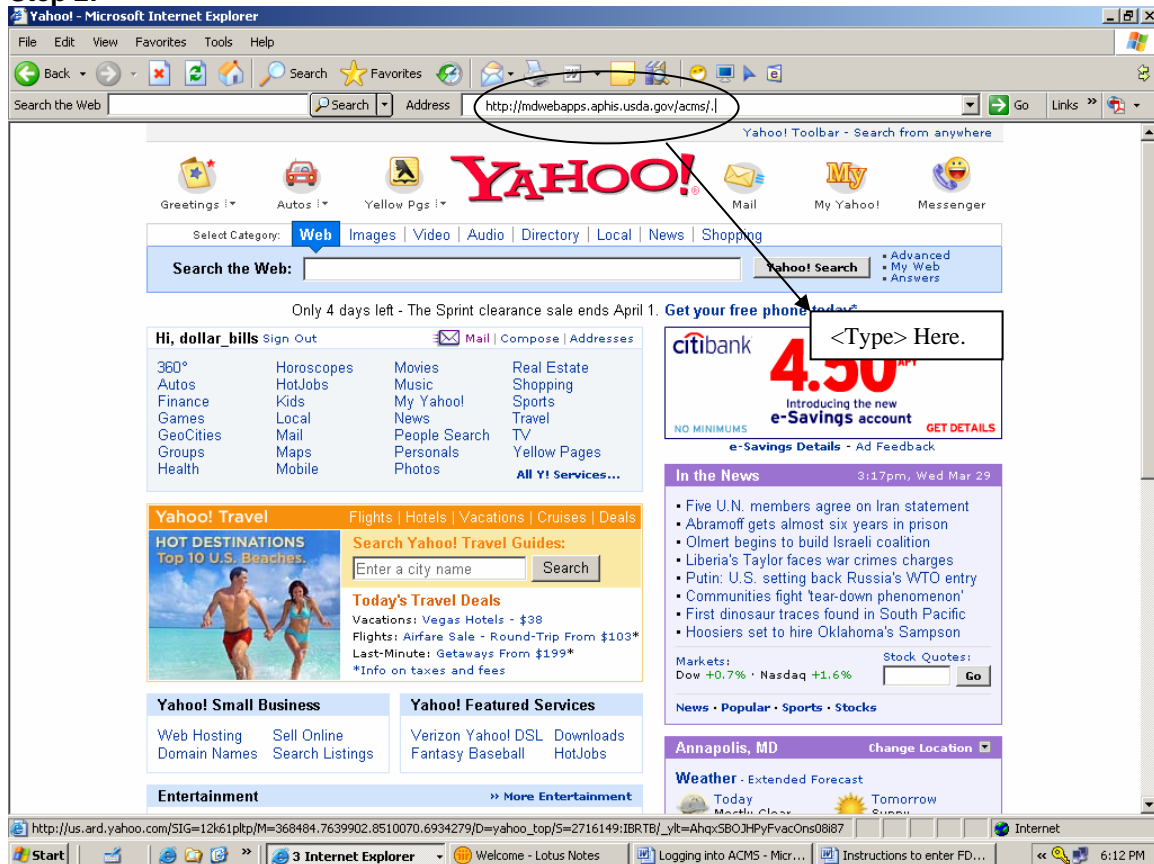
### Step 1:



Internet Explorer.Ink

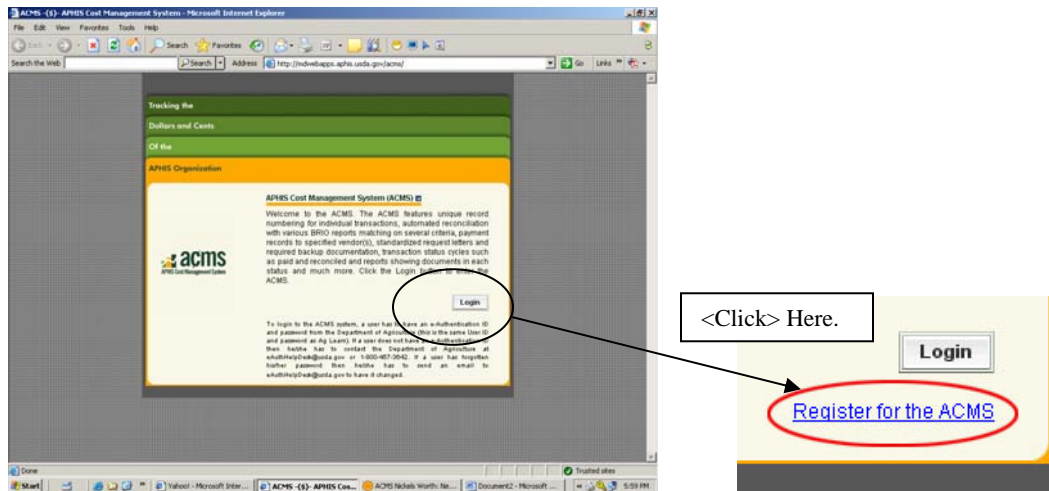
1. <Click> on Internet Explorer.

### Step 2:



2. <Type> in the location of the APHIS Cost Management System Web site in the location bar. The address is: <http://mdwebapps.aphis.usda.gov/acms/>. Press <enter>. Do not type in WWW. first. This is located on the INTRANET not the INTERNET.

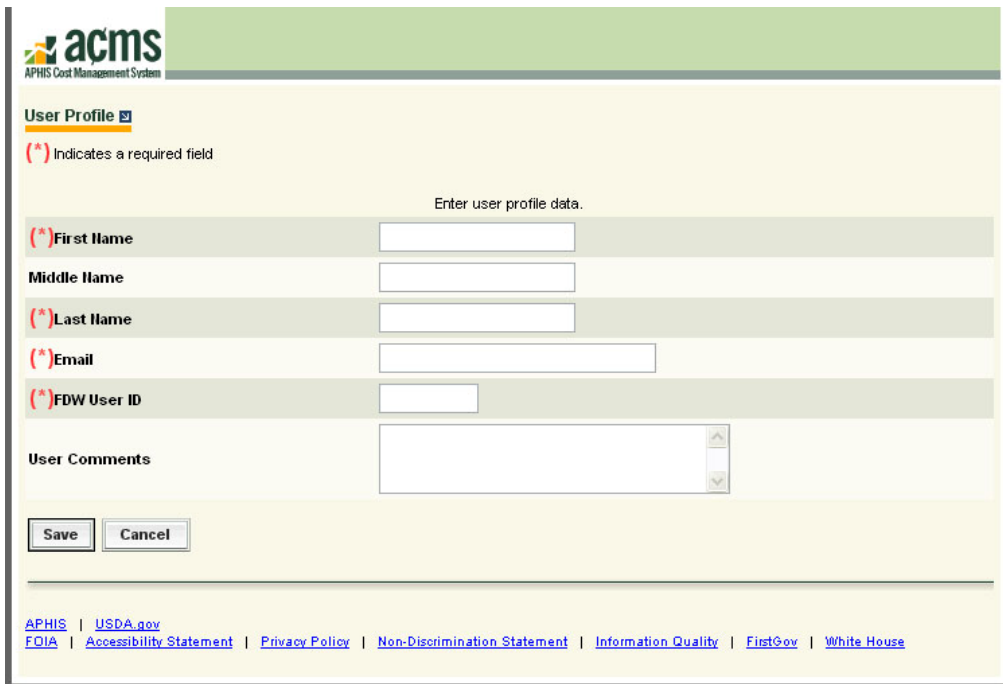
### Step 3:



3. **<Click>** the Register for the ACMS Button. If you are a new then you must choose the register for the ACMS button. Once you have completed this step you would **<click>** the Login Button.

Please Note: To login to the ACMS system, a user has to have an e-Authentication ID and password from the Department of Agriculture (this is the same User ID and password as Ag Learn). If a user does not have an e-Authentication ID then he/she has to contact the Department of Agriculture at eAuthHelpDesk@usda.gov or 1-800-457-3642. If a user has forgotten his/her password then he/she has to send an email to eAuthHelpDesk@usda.gov to have it changed.

#### Step 4:



The screenshot shows the 'User Profile' form in the ACMS (APHIS Cost Management System) interface. The form is titled 'User Profile' with a small icon. Below the title, a note states '(\*) Indicates a required field'. The main heading is 'Enter user profile data.' The form contains several input fields: 'First Name' (required), 'Middle Name' (optional), 'Last Name' (required), 'Email' (required), and 'FDW User ID' (required). Each required field is marked with a red asterisk. Below these fields is a 'User Comments' text area. At the bottom of the form are 'Save' and 'Cancel' buttons. A footer section contains links to various policies and documents: APHIS, USDA.gov, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

APHIS Cost Management System

### User Profile

(\*) Indicates a required field

Enter user profile data.

(\*) First Name

Middle Name

(\*) Last Name

(\*) Email

(\*) FDW User ID

User Comments

[APHIS](#) | [USDA.gov](#)  
[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)

4. <Type in> **First Name, Last Name, Email Address, and FDW User ID.** These are required fields that are marked with an asterisk. The other fields remaining are optional.

**\*Most important is FDW User ID will determine access within ACMS**

## Step 5:

The screenshot shows the 'User Profile' form in the ACMS (APHIS Cost Management System) interface. The form includes fields for First Name, Middle Name, Last Name, Email, and FDW User ID, all marked as required with red asterisks. There is also a 'User Comments' text area. At the bottom, there are 'Save' and 'Cancel' buttons. The 'Save' button is circled, and an arrow points from it to a callout box containing the text '<Click> Here.'.

**acms**  
APHIS Cost Management System

**User Profile** [icon]

(\*) Indicates a required field

Enter user profile data.

(\*) First Name

Middle Name

(\*) Last Name

(\*) Email

(\*) FDW User ID

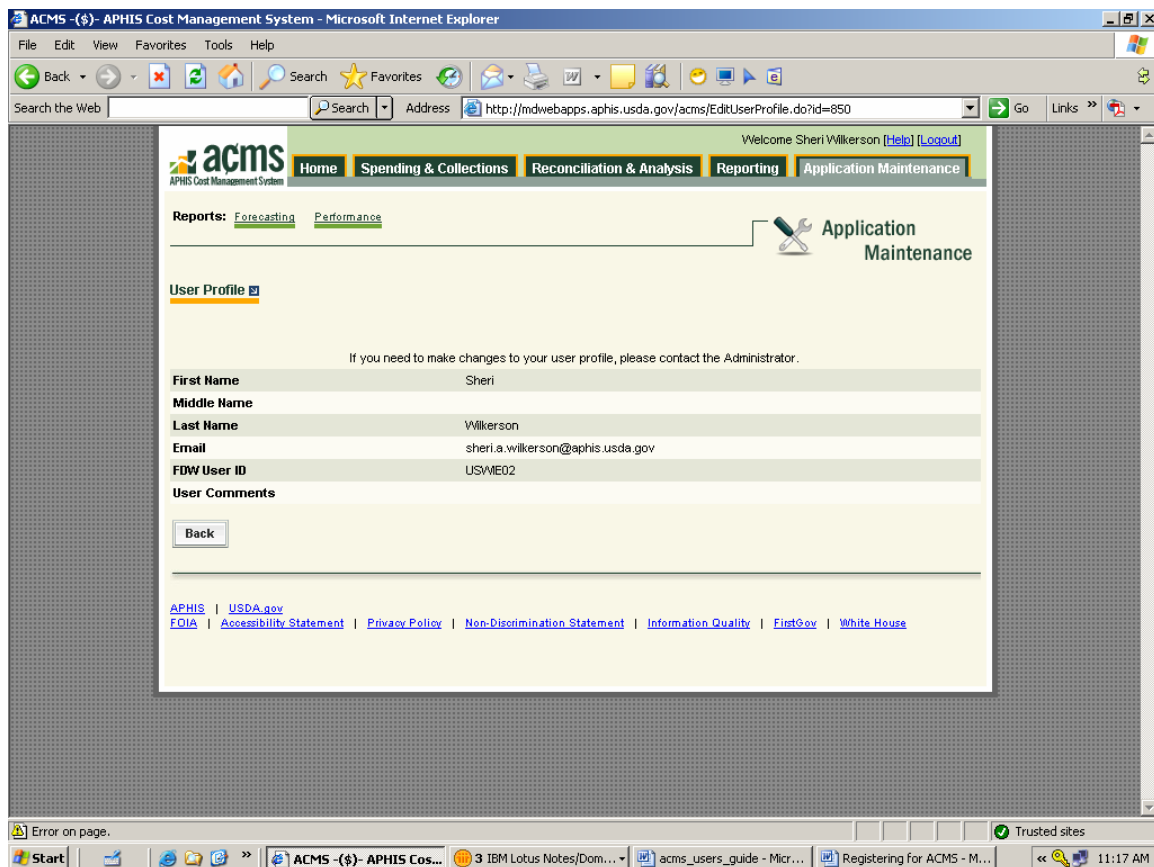
User Comments

<Click> Here.

[APHIS](#) | [USDA.gov](#)  
[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)

5. After you have entered the information above then **<Click>** the SAVE button. After clicking SAVE, a confirmation screen will appear notifying you of any further steps that need to be accomplished.

## Step 6:



6. When you reach this screen, you have been submitted for ACMS user access. Click the <Back> button on the bottom left to return to the Login Page.

Wait for approval & notification from System Administrator.

**You are now registered for ACMS**

Once approved, click "Login" to enter ACMS Home Page: